

Fiscal Director 1

Tennessee Department of Finance and Administration
Division of Accounts – Department of Mental Health and Substance Abuse Services
Location: Nashville, Tennessee
Salary Range \$5,756.00-\$9,211.00 (based on qualifications and experience)
Career Opportunities Available in Tennessee State Government

Job Overview Summary:

The Fiscal Director is responsible for the management of the accounting functions for the Central Office of the Department located in Nashville, TN. The Fiscal Director is responsible for supervising the accounting staff and supporting program staff and monitoring the accounts receivable and accounts payable functions. The Fiscal Director will report to the Department Controller and will service the Department of Mental Health and Substance Abuse Services as part of the Department of Finance and Administration centralized accounting initiative.

Duties and Responsibilities:

- Supervise, train, and provide strong leadership to the accounting team ensuring compliance with GAAP.
- Serve as a subject matter expert on accounting policies, procedures, and systems for internal and external business partners.
- Ensure the timely and accurate payments to vendors and grant subrecipients.
- Review and maintain the monthly checklist and reconciliations to ensure all transactions are recorded and reviewed timely.
- Run queries in Edison (PeopleSoft) and BCMS (the database system used by DMHSAS) and utilize excel skills to ensure transactions are timely and accurately processed.
- Participate in quarterly reviews of financial results with regional program staff and central office management.
- Assist the central office staff in completing all state-wide year-end closing tasks by the established deadlines.
- Create and maintain documented accounting standard business practices and procedures as needed.
- Assist in the completion of the annual risk assessment and related corrective action plan when required.
- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance.
- Effectively communicate with program management to provide value and service to the Department of Mental Health and Substance Abuse Services.
- Assist with special projects as needed.

Required Education/Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting, or a related acceptable field with at least 24 semester hours in accounting and experience equivalent to five or more years of full-time professional fiscal services and/or auditing work including, at least, one year of experience in the supervision of fiscal and/or auditing staff.

OR

Current certification as a "Certified Public Accountant" or license as a "Public Accountant" with the State of Tennessee may substitute for the required bachelor's degree and one year of full-time professional fiscal services and/or auditing work, there being no substitution for the required supervisory experience.

OR

Additional graduate course work credit received from an accredited college or university in business administration, accounting or related acceptable field may substitute for the required experience on a month-for-month basis to a maximum of one year, there being no substitution for the required supervisory experience (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required non-supervisory experience).

Knowledge, Skills, and Abilities:

- Intermediate excel skills with the ability to analyze and summarize data through the use of formulas and pivot tables.
- Experience with PeopleSoft and Oracle systems is preferred but not required.
- Strong communication skills with the ability to provide solutions through critical thinking.
- Strong knowledge of GAAP and financial internal control systems.

Only candidates who meet the minimum requirements for the position will be interviewed.

Please send resume and contact information to: Michael.Walden@tn.gov

For more information please contact:

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